



# Wylie City Council

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## AGENDA REPORT

Department: Purchasing  
Prepared By: Glenna Hayes

Account Code: \_\_\_\_\_

### Subject

Consider, and act upon the approval of an update to the 2023 Procurement Manual.

### Recommendation

Motion to approve the Item as presented.

### Discussion

The purpose of the Procurement Manual is to provide the City with the requisite parameters for purchasing goods and services. The policies are based on Texas statutory provisions as found in the Texas Government Code, Texas Local Government Code, Texas Insurance Code, and Texas Labor Code, the City Charter, and support the Finance Policies.

Update: Chapter 2 – Ethics

- Chapter 2 Ethics – Paragraph A. Prohibited Conduct is amended to add state and federal language:
  - City employees shall not participate in the negotiation, selection, discussion, award, or administration of a contract or procurement supported by public, **state or federal** funds if:
    - **That individual has a substantial interest in a person or entity (2CFR 200.318(c)(2)) that is the subject of the contract or procurement.**

Staff recommends the approval of this update to comply with procurement requirements where funding is from a state or federal source.